Mid-Atlantic Regional Archives Conference

Spring 1993 Meeting

"Celebrating Archival Diversity"

Thursday-Saturday, May 6-8, 1993

Ocean Place Hilton Resort and Spa
Long Branch, New Jersey

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ABOUT MARAC

The Mid-Atlantic Regional Archives Conference is a professional association of individuals interested in the preservation and use of archival and historical research materials. Founded in 1972, MARAC is dedicated to promoting the professional welfare of its members in the mid-Atlantic region.

Through publications, meetings, workshops, and state caucuses, the Conference provides means for cooperation and the exchange of information among colleagues in the region. MARAC works actively to improve the competence of archivists, manuscript curators, and records managers in the professional management of all types of records, including textual, audio-visual, and machine-readable records, photographs, maps, and drawings.

Comprised of over 1,000 members in seven states and the District of Columbia, MARAC's members serve government and academic institutions, churches, businesses, historical societies, libraries, museums, and professional associations.

MARAC is governed by an elected Steering Committee consisting of a Chairperson, Vice Chairperson, Secretary, Treasurer, eight state/district Representatives, and four at-large Representatives. Additionally, MARAC has established several standing and special committees to address key concerns and interests of the Conference and its members.

The Spring 1993 Meeting promises to be filled with information, instruction, and entertainment for everyone in the region's archival community. We encourage you to register early to ensure your participation in this exciting event.

COMMITTEE MEMBERS FOR SPRING 1993 MEETING

Program Committee

Thomas J. Frusciano, Chairman
Rutgers University

Mark Conrad
National Archives and Records Administration

Jackie Esposito
Pennsylvania State University

Susan Hamburger
University of Virginia

Marilyn Pettit
New York University

Gary Saretzky
Educational Testing Service

Terry Snyder
University of Pennsylvania

Peter Wosh
American Bible Society

Ex-officio

Lois Densky-Wolff
MARAC Meetings Coordinating Comm.
University of Medicine and Dentistry of NJ

Jodi Koste
MARAC Vice Chairperson
Virginia Commonwealth University

Robert Morris
MARAC Education Committee
National Archives, Northeast Branch

Elsalyn Palmisano-Drucker
Local Arrangements Committee Chair
West Long Branch Public Library

Local Arrangements Committee

Elsalyn Palmisano-Drucker, Chair
West Long Branch Public Library

Ronald L. Becker
Rutgers University

Ellen R. Callahan
New Jersey State Archives

John Celardo
National Archives, Northeast Region

Timothy S. Corlis
Educational Testing Service

Lois Densky-Wolff
University of Medicine and Dentistry of NJ

Bonita Craft Grant
Rutgers University

Daniel P. Jones
New Jersey State Archives

Mary Ann Kiernan
Monmouth County Archives

Joseph R. Klett
New Jersey State Archives

Frederic C. Pachman
Monmouth Medical Center Library

Ben Primer
Princeton University

Robert W. Stewart
Asbury Park Public Library

Susan G. Swartzburg
Rutgers University

Paul A. Stellhorn
Newark Public Library

George D. Tselos
Edison National Historic Site

Richard L. Waldron
New Jersey Historical Commission

Edward Wirth
Edison National Historic Site

Ex officio

Thomas J. Frusciano
Program Committee Chairman
Rutgers University

Celebrating Archival Diversity

Dear Conference Participants:

The Spring 1993 MARAC meeting returns to the Garden State for fun, sun, surf, and a celebration of archival diversity. The Ocean Place Hilton, along the Jersey Shore in historic Long Branch, is the venue for MARAC members to explore the myriad interests of archivists and curators. The Program Committee has selected twenty-one sessions, workshops, and presentations that promise to educate, engage, and entertain those who attend.

"Celebrating Archival Diversity" includes workshops in records management, archival description, grantsmanship, disaster planning, copyright and donor relations, and electronic records. **"Preservation Updates,"** a new feature for MARAC, includes fifty-minute presentations by five speakers who will address the latest developments in preserving photographs, maps and architectural drawings, electronic records, movie film and videotapes, and paper records. A **Preservation Film Festival** will complement the update sessions. Traditional sessions will explore a variety of topics, including: mass deacidification of archival materials; the appraisal of institutional records in manuscript repositories and institutional archives; access, outreach and use in ethnic archives; genealogy in federal, state and local government repositories; and an assessment of local government records programs. An examination of the archival profession will be the focus of two sessions: **"Who Are We Educating"** and **"Careers and Change."** **"The JFK Assassination Records and the National Archives"** will explore the problems of processing records of the House Select Committee on Assassinations and providing reference service to non-traditional users. The delicate issues of privacy and the "right-to-know" will be explored in **"Balancing Competing Interests."** Sessions on documenting and researching professional and collegiate sports, New Jersey agriculture, and leisure time, promise to offer insights into new areas of collecting and research interest.

Meeting in Long Branch provides MARAC members an opportunity to enjoy the amenities of this historic seaside resort. Elsalyn Palmisano-Drucker and the Local Arrangements Committee have worked hard to assure that the meeting will be enjoyable as well as enlightening. Join Ron Becker and Janice Levin of Rutgers University on Friday and Saturday morning as they lead us in an early morning jog or walk along the beach. Self-guided tours of Sandy Hook National Park, Twin Lights Historic Site in Atlantic Highlands, Monmouth College, Monmouth County Historical Association, and the Monmouth County Archives, and a guided tour of the Ocean Grove National Historic District, are scheduled for Thursday afternoon. Plan on attending the MARAC luncheon as historian and author George H. Moss, Jr., informs us about the Victorian past of our host city. The MARAC reception and hospitality suite in the Ocean Place Hilton will round out a spring experience that should not be missed.

We look forward to seeing you at "MARAC-by-the-Sea."

Thomas J. Frusciano
Chairman, Program Committee

REGISTRATION
Grand Ballroom Foyer

10:00 a.m. - 5:00 p.m.

WORKSHOPS

W1. Records Management for the Archivist *Wilson East*
9:00 a.m. - 5:00 p.m., lunch break at noon

Michael L. Miller, instructor
Agency Records Officer, Environmental Protection Agency

This workshop will provide an overview of a records management program. The goals of the workshop are to acquaint participants with the role of records management within an institution, to describe principal program components, and to provide examples of basic tools and products that each component will need. The workshop will address technological issues such as document management, electronic records, microfilm and imaging, as well as traditional paper records. The target audience is archivists who are expected to provide records management support for their institutions, or who simply want to understand better the relationship between archives and records management.

Preregistration required. Enrollment limited to 25. Fee: $35.

W2. What They See is What You Get: Finding Resource Allocators and Marketing Our Archives *Grant West*
9:00 a.m. - 12:00 noon

Heidi Ziemer, instructor
Western New York Library Resources Council, Buffalo, NY

It's the "same old, same old." We hear that more groups are now competing for fewer dollars. So, what is to be done? Traditional patterns of seeking—and giving—support for archives are changing, just like everything else. Archives can no longer count on corporate support based on a company's desire to enhance the arts or preserve our heritage. Archival custodians need to approach resource allocators with the argument that *archives are a good investment.* In order to ensure success in obtaining needed resources, we need to begin formulating our strategies around two questions: "What do we want?" and "What do they want?" A

soundly administered program provides the answers to the first question, and a broad knowledge of the world of resource allocators helps to answer the second question. This workshop will address these two essential questions by examining the work plan, identifying "fundable" components and financing possibilities, and putting together a sound proposal.

Preregistration required. Enrollment limited to 25. Fee: $35.

W3. Disaster Planning and Recovery *Garfield West*
9:00 a.m. - 12:00 noon

Susan G. Swartzburg, instructor
Assistant Librarian for Collection Management
Preservation Specialist/Consultant, Rutgers University Libraries

This half-day workshop will focus on planning for a potential disaster, salvaging when it occurs, and managing the recovery stage. The components of planning will include surveying the physical plant, the disaster plan, interaction with other agencies, insurance issues, and resources. Salvaging issues will include implementing the plan, assessing the disaster, and action on site. Issues in recovery will include treatment options for damaged materials, insurance, and problems one faces when the repository is opened to the public.

Preregistration required. Enrollment limited to 25. Fee: $35.

W4. Introduction to Arrangement and Description *McKinley East*
9:00 a.m. - 12:00 noon

Leon J. Stout, instructor
University Archivist, Pennsylvania State University

It's easy to arrange five letters in a folder, but more complex to describe each one if they were written by five different people. What if you have a collection of 500 items—letters, bills, receipts, photographs, a diary, a business ledger, a sword—created by one person? What if a donor gave you this collection from totally unrelated sources and the only connection is the Civil War? This workshop will sort out the confusion by teaching participants how to arrange a collection physically and intellectually, how to determine who is intellectually responsible for its creation, and how to describe a collection so researchers can access it.

Preregistration required. Enrollment limited to 25. Fee: $35.

W5. Advanced Arrangement and Description *McKinley East*
1:00 p.m. - 5:00 p.m

Robert Sink, instructor
New York Public Library

Once you've grasped the basics in arrangement and description, the instructor will lead you through practice exercises in arranging and describing archival and manuscript collections. The beginning archivist, or the specialist who needs to explore new territory, will benefit from the hands-on challenge of applying knowledge to creative archival solutions.
Preregistration required. Enrollment limited to 25. Fee: $35

NOTE: The fee for taking both the Introduction and Advanced Arrangement and Description workshops is $55.

W6. Legal Issues in Archival Management: Copyright and Donor Relations *Grant West*
1:00 p.m. - 5:00 p.m

Trudy Huskamp Peterson, instructor
Acting Archivist of the United States
National Archives and Records Administration

This half-day workshop is designed to address general legal issues facing archivists in 1993. The workshop will focus specifically on copyright legislation and its impact on unpublished archival materials, including the fair use arguments. The instuctor will also discuss legal issues as they pertain to donor relations, such as deeds of gift, income tax implications, and gift restrictions.
Preregistration required. Enrollment limited to 25. Fee: $35

MARAC COMMITTEES

1:00 p.m.
Outreach Committee *TBA*

2:00 p.m.
Education Committee *TBA*
Publications Committee *TBA*

TOURS AND OPEN HOUSES
2:00 p.m. - 5:00 p.m.

Ocean Grove National Historic District (guided tour, 2:00 p.m.)
Sandy Hook National Park
Twin Lights Historic Site, Atlantic Highlands
Monmouth College, West Long Branch
Monmouth County Historical Association, Freehold
Monmouth County Archives, Manalapan

MARAC COMMITTEES

3:00 p.m.
Finance Committee *TBA*
Membership Development Committee *TBA*
Meetings Coordinating Committee *TBA*

4:00 p.m.
Gettysburg Program Committee *TBA*

5:00 p.m.
MARAC Steering Committee *Mezzanine Board Room*

MARAC HOSPITALITY *Hospitality Suite*
9:00 p.m. - 11:30 p.m.

PROGRAM - FRIDAY, MAY 7

FUN-RUN-WALK
7:00 a.m. - 7:45 a.m. MARAC members are invited to join Ron Becker and Janice Levin for a jog or walk on the boardwalk by the ocean to take in the early morning splendor of scenic MARAC-by-the-Sea. Meet in the hotel lobby at 7:00 a.m.

REGISTRATION *Grand Ballroom Foyer*
8:00 a.m. - 5:00 p.m.

NEW MEMBER ORIENTATION
Grant West
8:00 a.m. - 8:50 a.m.

EXHIBITS
Grand Ballroom Foyer
9:00 a.m. - 7:00 p.m.

S1. PRESERVATION UPDATE SESSIONS
(50-minute presentations):

Photographs
Salon D
8:30 a.m. - 9:20 a.m.

Peter Mustardo, presenter
The Better Image, Pittstown, NJ

Peter Mustardo will provide an overview of the structure of photographs, the elements of a preservation program for photographic collections, and the four principal factors contributing to deterioration of photographic materials: storage environment, residual processing chemicals or the use of exhausted processing chemicals, poor storage enclosures and equipment, and inappropriate handling. Recommendations for such factors as storage containers, temperature, humidity, and light levels for exhibition, will be provided.

Maps and Architectural Drawings
Salon D
9:30 a.m. - 10:20 a.m.

Lois Price, presenter
Conservation Center for Art and Historic Artifacts, Philadelphia, PA

Marianne M. Withers, presenter
Virginia State Library and Archives

Lois Price will present the latest information on methods and research in preserving maps and architectural drawings, especially oversized, fragile, and rolled items. Marianne Withers will discuss the applicability of these methods in an archival setting, particularly handling, transport, and storage problems and solutions.

Electronic Records *Salon D*
10:35 a.m. - 11:25 a.m.

Richard A. Noble, presenter
Center for Electronic Records,
National Archives and Records Administration

In covering the preservation of electronic records, this session will emphasize magnetic tape (open reel and cartridge), but also will discuss other media, such as diskette, optical digital disk, and CD-ROM. Attention will be given to proper environmental conditions and storage and maintenance procedures, as well as to problems with old formats and new technologies.

Photographs *Salon D*
1:35 p.m. - 2:25 p.m.

Peter Mustardo, presenter

Repeat of the 8:30 a.m. - 9:20 a.m. session.

Film and Videotape Collections *Salon D*
2:35 p.m. - 3:25 p.m.

Susan Dalton, presenter
National Center for Film/Video Preservation,
Kennedy Center, American Film Institute, Washington, DC

Jim Lindner, presenter
VidiPax, New York, NY

This session will address general preservation issues for film and videotape collections.

Textual Records *Salon D*
3:30 p.m. - 4:15 p.m.

Janet T. Riemer, presenter
Preservation Archivist,
Special Collections and Archives, Rutgers University Libraries

Topics of current concern in the field of paper conservation will be presented, including: digital scanning as a preservation tool for archival records and publications; deacidification concerns, particularly regarding the use of freon propellant; and archival adhesives—types, effect of time, and availability.

CONCURRENT SESSIONS
9:00 a.m. - 10:20 a.m.

S2. Mass Deacidification for Archival Materials: Dream or Reality? *Wilson East*

Lee Dirks, chair/commentator
Project Coordinator, NEH Foundations of Western Civilization Preservation Project, Columbia University Libraries

Maria Holden
Conservator, New York State Archives & Records Administration

Robert Milevski
Preservation Librarian, Princeton University Libraries

In this session, Maria Holden will explain the major deacidification options and address their potential application to non-book materials. Included in her remarks will be a summary of recent NEH-funded test results. The second speaker, Bob Milevski, will outline an evaluation methodology for an archival mass deacidification project.

S3. The JFK Assassination Records and the National Archives *Salon E*

Trudy Huskamp Peterson, chair/commentator
Acting Archivist of the United States,
National Archives and Records Administration

Mary Ronan
Textual Reference Division - Access Staff,
National Archives and Records Administration
"You Want What? ... When?"

Diane L. Dimkoff
Archivist, Center for Electronic Records,
National Archives and Records Administration
"Processing in the Eye of a Storm"

Among the records in the custody of the National Archives are several series of records and various collections of personal papers that

relate to the assassination of President John F. Kennedy. With the release of Oliver Stone's movie, "**JFK**," archivists in the National Archives witnessed a surge in research interest in these documents. Congressional staffs, former staff members of the Warren Commission, reporters, TV crews, lawyers, and various concerned individuals began to express great interest in these records, their provenance, their preservation, and the access regulations that applied.

In this session, Mary Ronan will discuss her role in providing information from and about these records to these non-traditional users. She will also talk about the archivist's role in providing information and expertise to those who make public policy decisions on these records.

Diane Dimkoff will discuss her role in the processing of the records of the House Select Committee on Assassinations, established in 1976 to "direct a full and complete investigation and study of the circumstances surrounding the assassination and death of President John F. Kennedy and the assassination and death of Martin Luther King, Jr., and of any other persons the Select Committee shall determine might be related to either death..." Until recently, those Committee records have been locked away in a NARA vault and subject to House Rule 36 which governs access to House records, and which closes unpublished House records for 30 years. She will describe the kinds of records the Committee created and maintained, discuss special problems encountered due to the public clamor for the release of all documents relating to the JFK assassination, and discuss inter-agency coordination, and screening guidelines.

COFFEE BREAK

Grand Ballroom Foyer

10:20 a.m. - 10:35 a.m.

CONCURRENT SESSIONS

10:35 a.m. - 11:50 a.m.

S4. Preservation Film Festival

Grant West

Lois Densky-Wolff, moderator
Archivist, University of Medicine and Dentistry of New Jersey

This session will feature a selection of four videos addressing preservation and conservation concepts for use by archivists and librarians.

These presentations address basic archival processing with an emphasis on conservation techniques, preservation microfilming, and the care and handling of books by the public.

Featured are:

Handle With Care. New York University Libraries, 1989. 4 minutes.

Paperworks: Stabilizing Archival Collections. American Association for State and Local History, 1989. 25 minutes.

Providing a Future for the Past. University Microfilms, Inc., n.d. 13 minutes.

Caring for Your Microform Collection: The New Step in Preservation. University Microfilms, Inc., n.d. 22 minutes.

S5. **Play Ball! Documenting and Researching Professional and Collegiate Sports** *McKinley East*

Thomas Heitz, chair/commentator
National Baseball Hall of Fame Library and Archives, Cooperstown, NY

Amy Doherty
University Archivist, Syracuse University
"College and University Sports Collections: Their Unique Collections and Nature"

Gille Chiasson
Director, Sports Information Resources Co., Montreal
"Automated Sports Indexing: Locating the Sources"

John Vernon
National Archives and Records Administration
"The Sports Archives Researcher: What are Their Interests and Needs?"

Americans are sports addicts. Sports archives document America's pre-occupation with leisure activities from a unique perspective: the athlete's. Who played? When did they play? What was their contribution

to the sport? Accessing this information and utilizing the wealth of data and statistics to understand American social and leisure history is not only fascinating, but vital to recognizing the fabric of the American sports phenomenon.

S6. **Appraisal of Institutional Records: Manuscript Repository versus Institutional Archives** *Wilson East*

David Weinberg, chair/commentator
Department of Records, City of Philadelphia

Maggie Kruesi
Special Collections, University of Pennsylvania
"Appraisal Issues and the Art Alliance Records: Institutional Records in a Manuscript Repository"

Kay Domine
Archivist, College of William and Mary
"Information vs. Provenance: Appraisal at the College of William and Mary"

Leslie Simons
CIGNA Archives
"Appraisal in a Business Setting"

Institutional archives present a different set of appraisal problems from those that arise from collections of personal and family papers. Not only are the challenges of appraisal different from collection to collection, but the challenges are different from institution to institution. For example, what challenges are present for a traditional manuscript repository when addressing issues of appraisal for institutional records? Maggie Kruesi, Project Archivist for the Art Alliance records at Van Pelt Library, University of Pennsylvania, will answer this question. College and university archives constantly face the challenge of repeating series from record group to record group. Kay Domine, from the College of William and Mary, will look provenance right in the eye and give her views on this dilemma. Finally, Leslie Simons from the CIGNA Corporation will offer her views on appraisal issues facing a large, for-profit organization. David Weinberg will provide commentary based on his experiences at a variety of archival repositories.

MARAC LUNCHEON
Grand Ballroom Salons A and B
12:00 noon - 1:30 p.m.

GREETINGS: **Jane G. Clayton,** Monmouth County Clerk

INTRODUCTION: **Richard Waldron,** Executive Director, New Jersey Historical Commission

SPEAKER: **George H. Moss, Jr.,** historian and author: **"Long Branch: America's Foremost Victorian Watering Place."**

WORKSHOP

W7. Appraising Electronic Records *Wilson East*
1:30 p.m. - 4:15 p.m.

Dian Palmer, instructor
Center for Electronic Records,
National Archives and Records Administration

This half-day workshop is targeted at archivists with limited experience in appraising electronic records, and will focus on the appraisal of database files. The instructor will address such topics as terminology associated with electronic records, the theory of appraising electronic records, special appraisal issues to consider, and a review of an appraisal report covering a federal-government database.

Preregistration required. Enrollment limited to 25. Fee: $35

CONCURRENT SESSIONS
1:30 p.m. - 2:45 p.m.

S7. Documenting Couch Potatoes and All That Jazz *Grant West*

Gino Francesconi, chair/commentator
Museum Director and Archivist,
Carnegie Hall Archives

Sharon Black
Annenberg Television Script Archive, University of Pennsylvania

Richard Koszarski
Head of Collections and Exhibitions,
American Museum of the Moving Image

Vincent Pelote
Librarian, Institute for Jazz Studies, Rutgers-Newark

As leisure time has grown, and as new communication and transportation technologies have fostered the maturation of mass culture, entertainment has occupied an increasingly significant role in ordinary Americans' lives. Three archivists, representing diverse institutions, will wrestle with the complex problems of compiling, cataloging, and curating collections relating to modern entertainment. Do traditional textual records adequately document highly visual and sensual mediums? How can archivists and museum professionals help researchers recreate entertainment experiences bounded by the limits of time and place? Why collect in this area at all, and what do the collections tell us about modern American life?

S8. The Chicken or the Egg? *McKinley East*
Documenting New Jersey Agriculture

Ronald L. Becker, chair/commentator
Special Collections and Archives, Rutgers University Libraries

Gertrude W. Dubrovsky
Documentary III, Princeton, NJ
"Farmingdale: A Jewish Farm Community in New Jersey"

The Garden State! Tomatoes. Peaches. Cranberries. Truck farms. Jewish farmers? Farmingdale, Lakewood, Freehold, and Vineland all became home to enclaves of Jewish immigrants destined to raise chickens for the egg market. Gertrude Dubrovsky, herself a former resident of the Farmingdale community, has spent years documenting the lives of these New Jersey farmers through oral history interviews, diaries, and letters, to produce a newsletter, book, and documentary video. This session explores the process of collecting, using, and even creating the materials which archives maintain. Ms. Dubrovsky also will show her video-in-progress, "Farmingdale: A Jewish Farm Community in New Jersey."

CELEBRATING ARCHIVAL DIVERSITY — PROGRAM-AT-A-GLANCE

Thursday, May 6

9:00 a.m.-5:00 p.m.	W1, Records Management for the Archivist	Wilson East
9:00 a.m-12:00 noon	W2, What They See is What You Get: Finding Resource Allocators and Marketing Our Archives	Grant West
9:00 a.m.-12:00 noon	W3, Disaster Planning and Recovery	Garfield West
9:00 a.m.-12:00 noon	W4, Introduction to Arrangement and Description	McKinley East
10:00 a.m.-5:00 p.m.	Registration	Grand Ballroom Foyer
1:00 p.m.	Outreach Committee Meeting	TBA
1:00 p.m.-5:00 p.m.	W5, Advanced Arrangement and Description	McKinley East
1:00 p.m -5:00 p.m.	W6, Legal Issues in Archival Management	Grant West
2:00 p.m.	Education Committee Meeting	TBA
2:00 p.m.	Publications Committee Meeting	TBA
2:00 p.m.-5:00 p.m.	Tours and Open Houses: Ocean Grove National Historic District, Sandy Hook National Park, Twin Lights Historic Park, Monmouth College, Monmouth County Historical Association, and Monmouth County Archives	
3:00 p.m.	Finance Committee Meeting	TBA
3:00 p.m.	Meetings Coordination Committee Meeting	TBA
3:00 p.m.	Membership Development Committee Meeting	TBA
4:00 p.m.	Gettysburg Program Committee Meeting	TBA
5:00 p.m.	MARAC Steering Committee Meeting	Mezzanine Board Room
9:00 p.m.-11:30 p.m.	MARAC Hospitality	Hospitality Suite

Friday, May 7

7:00 a.m.-7:45 a.m.	Fun-Run-Walk with Ron Becker and Janice Levin	Hotel Lobby
8:00 a.m.-5:00 p.m.	Registration	Grand Ballroom Foyer
8:00 a.m.-8:50 a.m.	New Member Orientation	Grant West
8:30 a.m.-9:20 a.m.	S1, Preservation Update Session - Photographs	Salon D
9:00 a.m.-7:00 p.m.	Exhibits	Grand Ballroom Foyer
9:00 a.m.-10:20 a.m.	S2, Mass Deacidification for Archival Materials: Dream or Reality?	Wilson East

9:00 a.m.-10:20 a.m.	S3, The JFK Assassination Records and the National Archives	Salon E
9:30 a.m.-10:20 a.m.	S1, Preservation Update Session - Maps and Architectural Drawings	Salon D
10:35 a.m.-11:25 a.m.	S1, Preservation Update Session - Electronic Records	Salon D
10:35 a.m.-11:50 a.m.	S4, Preservation Film Festival	Grant West
10:35 a.m.-11:50 a.m.	S5, Play Ball! Documenting and Researching Professional and Collegiate Sports	McKinley East
10:35 a.m.-11:50 a.m.	S6, Appraisal of Institutional Records: Manuscript Repository vs. Institutional Archives	Wilson East
12:00 noon-1:30 p.m.	MARAC Luncheon	Salons A and B
1:30 p.m.-4:15 p.m.	W7, Appraising Electronic Records	Wilson East
1:30 p.m.-2:45 p.m.	S7, Documenting Couch Potatoes and All that Jazz	Grant West
1:30 p.m.-2:45 p.m.	S8, The Chicken or the Egg? Documenting New Jersey Agriculture	McKinley East
1:35 p.m.-2:25 p.m.	S1, Preservation Update Session - Photographs	Salon D
2:35 p.m.-3:25 p.m.	S1, Preservation Update Session - Film and Videotape Collections	Salon D
3:00 p.m.-4:15p.m.	S9, Ethnic Archives: Access, Outreach, and Use	Grant West
3:00 p.m.-4:15 p.m.	S10, Who Are We Educating?	McKinley East
3:30 p.m.-4:15 p.m.	S1, Preservation Update Session - Textual Records	Salon D
4:15 p.m.-5:00 p.m.	Delaware State Caucus Meeting	Wilson East
4:15 p.m.-5:00 p.m.	District of Columbia Caucus Meeting	McKinley East
4:15 p.m.-5:00 p.m.	Maryland State Caucus Meeting	Wilson West
4:15 p.m.-5:00 p.m.	New Jersey State Caucus Meeting	McKinley West
4:15 p.m.-5:00 p.m.	New York State Caucus Meeting	Grant East
4:15 p.m.-5:00 p.m.	Pennsylvania State Caucus Meeting	Garfield East
4:15 p.m.-5:00 p.m.	Virginia State Caucus Meeting	Grant West
4:15 p.m.-5:00 p.m.	West Virginia State Caucus Meeting	Garfield West
5:00 p.m.-7:00 p.m.	MARAC Reception - Archivists "sur la Mer"	Grand Ballroom Foyer
9:00 p.m.-11:30 p.m.	MARAC Hospitality	Hospitality Suite

Saturday, May 8

7:00 a.m.-7:45 a.m.	Fun-Run-Walk with Ron Becker and Janice Levin	Hotel Lobby
8:00 a.m.-10:00a.m.	Registration	Grand Ballroom Foyer
8:00 a.m.-9:45 a.m.	Breakfast/MARAC Business Meeting	Salons C, D & E
10:00 a.m.-11:20 a.m.	S11, Careers and Change	Wilson East
10:00 a.m.-11:20 a.m.	S12, Balancing Competing Interests: The "Right-to-Know" and the Right to Privacy and Confidentiality	McKinley East
10:00 a.m.-11:20 a.m.	S13, Genealogy at the Federal, State, and Local Level	Grant West
10:00 a.m.-11:20 a.m.	S14, Local Government Records Programs: An Appraisal	Garfield West

CONCURRENT SESSIONS
3:00 p.m. - 4:15 p.m.

S9. Ethnic Archives: Access, Outreach, and Use *Grant West*

Margaret Jerrido, chair/commentator
Urban Archives, Temple University

Arden Alexander and Sarah Rouse
Library of Congress
"The Language of Cataloging: Providing Intellectual Access to Images of Native Americans"

Monique Bourque
The Balch Institute for Ethnic Studies
"Reference Aid or Public Relations Tool? The Production and Dissemination of a Guide to the Collection"

Stan Arnold
The W.E.B. Du Bois Project
"Mining a Mother Lode: Use of Ethnic Archives in Research"

All archival repositories face issues of access, outreach, and use. This session will focus on these issues using specific examples centering on ethnic archival work. Arden Alexander and Sarah Rouse will jointly give a slide presentation on the problems of language as they sought to provide access to a collection of images of Native Americans at the Library of Congress. But once you have provided access, how do you get the word out to potential users? Monique Bourque from the Balch Institute for Ethnic Studies will share information on her institution's decisions on the production and dissemination of a guide to their collections. Stan Arnold, a former archivist and current scholar with the W.E.B. Du Bois Project, will discuss his research efforts in ethnographic history.

S10. Who Are We Educating? *McKinley East*

Judy Engleberg, chair/commentator
HiLS Program, University of Maryland

Kim Jacobsen
George Mason University

Jake Wilson
HiLS Program, University of Maryland

Su-shan Chin
New York University

A panel of students from library, history, and applied history programs will discuss their internships, including the nature and quality of their projects and supervision, relationship to SAA practicum guidelines, and general levels of satisfaction with the educational process.

STATE CAUCUS MEETINGS
4:15 p.m. - 5:00 p.m.

Delaware	*Wilson East*
District of Columbia	*McKinley East*
Maryland	*Wilson West*
New Jersey	*McKinley West*
New York	*Grant East*
Pennsylvania	*Garfield East*
Virginia	*Grant West*
West Virginia	*Garfield West*

RECEPTION—Archivists "sur la Mer" *Grand Ballroom Foyer*
5:00 p.m. - 7:00 p.m.

Since the early 1700s, summer visitors have traveled miles to enjoy the "benefits of the salt air." Join the thousands who come to the shore for fun and relaxation. Meet with your friends and colleagues in the lobby of the Grand Ballroom after a long, hard day of seminars and caucuses. Enjoy the "benefits of the salt air" and the magnificient view of the Atlantic Ocean.

No admission charge for registered conference participants; cash bar.

EXHIBITS *Grand Ballroom Foyer*
Continue until 7:00 p.m.

MARAC HOSPITALITY *Hospitality Suite*
9:00 p.m. - 11:30 p.m.

FUN-RUN-WALK

7:00 a.m. - 7:45 a.m. MARAC members are invited to join Ron Becker and Janice Levin for a jog or walk on the boardwalk and by the ocean to take in the early morning splendor of scenic "MARAC-by-the-Sea." Meet in the hotel lobby at 7:00 a.m.

REGISTRATION

Grand Ballroom Foyer

8:00 a.m. - 10:00 a.m.

BREAKFAST/BUSINESS MEETING

Grand Ballroom Salons C, D & E

8:00 a.m. - 9:45 a.m.

CONCURRENT SESSIONS

Block 5, 10:00 a.m. - 11:20 a.m.

S11. Careers and Change

Wilson East

Mei-lin Liu, chair/commentator
Chinatown History Project Archives

Richard Hellinger
Andy Warhol Museum Archives

Lucinda Manning
United Federation of Teachers Archives

The participants in this session will discuss career paths, focusing on education and training, including museum studies, cultural resource management, history, and records management. They will also include a discussion of the ways in which adaptive strategies are used in economic hard times.

S12. Balancing Competing Interests: The "Right-to-Know" and the Right to Privacy and Confidentiality

McKinley East

Ruth J. Simmons, chair/commentator
Senior Archivist and Curator, William Elliot Griffis Collection, Special Collections and Archives, Rutgers University Libraries

Marsha Trimble
University of Virginia Law Library

Arian Ravanbakhsh
Medical Archives, Johns Hopkins University

As researchers demand greater access to sensitive records, more and more archivists are confronted with the need to understand legal and ethical issues relating to the collection and use of records containing private information and confidential communications. This session will outline some of the major legal and ethical issues, and then focus on the process of balancing interests, the illustration of models of access, and the principle of equality of access.

S13. Genealogy at the Federal, State, and Local Level *Grant West*

Mary M. Wolfskill, chair/commentator
Head, Reference and Reader Services Section,
Manuscript Division, Library of Congress

Connie Potter
Genealogy Specialist,
National Archives and Records Administration
"Grandma was a Seamstress: Genealogy in a Large Repository"

Conley Edwards
Head, Public Services Section
Virginia State Library and Archives
"Lessons From Life on the Front Line: Genealogical Reference Service at a State Archives"

Leonora Gidlund
Deputy Director, Municipal Archives,
New York City Department of Records & Information Services
"Roots of the Genealogical Tree: Public Records at the Municipal Archives"

The popularity of genealogical research is evident at records repositories on the federal, state, and local level. The speakers in this session will discuss the various constituencies who use these records and the type of documentation they are seeking. Participants will address the methods of disseminating information to acquaint researchers with the record groups

most likely to contain evidence about their ancestors, including both published and unpublished finding aids and educational films. The role of the reference archivist will also be explored, particularly with regard to problem solving and the handling of indelicate or surprising facts that may be revealed in these archives.

S14. **Local Government Records Programs: An Appraisal** *Garfield West*

Steven A. Walker, chair/commentator
Records Management Consultant
Information Management, Ltd.

C. Russell McCabe
Delaware State Archives
"A State Government Perspective"

David Weinberg
Department of Records, City of Philadelphia
"A Local Government Perspective"

John Paul Deley
National Archives and Records Administration
"A Field Worker's Perspective"

Suzanne Etherington
Independent Consultant
"From the Outside Looking In: A Consultant's Perspective"

Local government records programs have been established within a number of MARAC states to assist in the creation of archival and records management programs on the local level. Generally funded through dedicated fee structures, these programs offer town, village, and county offices resources to initiate efforts to preserve their unique heritage. In states where records management is a legal requirement, these programs offer municipalities a step up. This session offers an appraisal of these programs from the inside (by government archivists) and from the outside (by program consultants).

HOTEL CHECKOUT
12:00 noon

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The Local Arrangements and Program Committees would like to express their sincere appreciation to the following institutions and companies whose donations and in-kind services helped make possible the Spring 1993 meeting in Long Branch:

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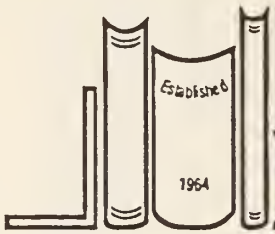

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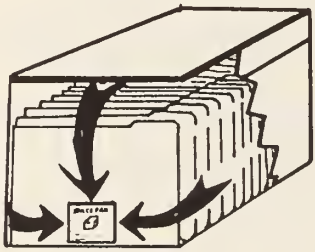

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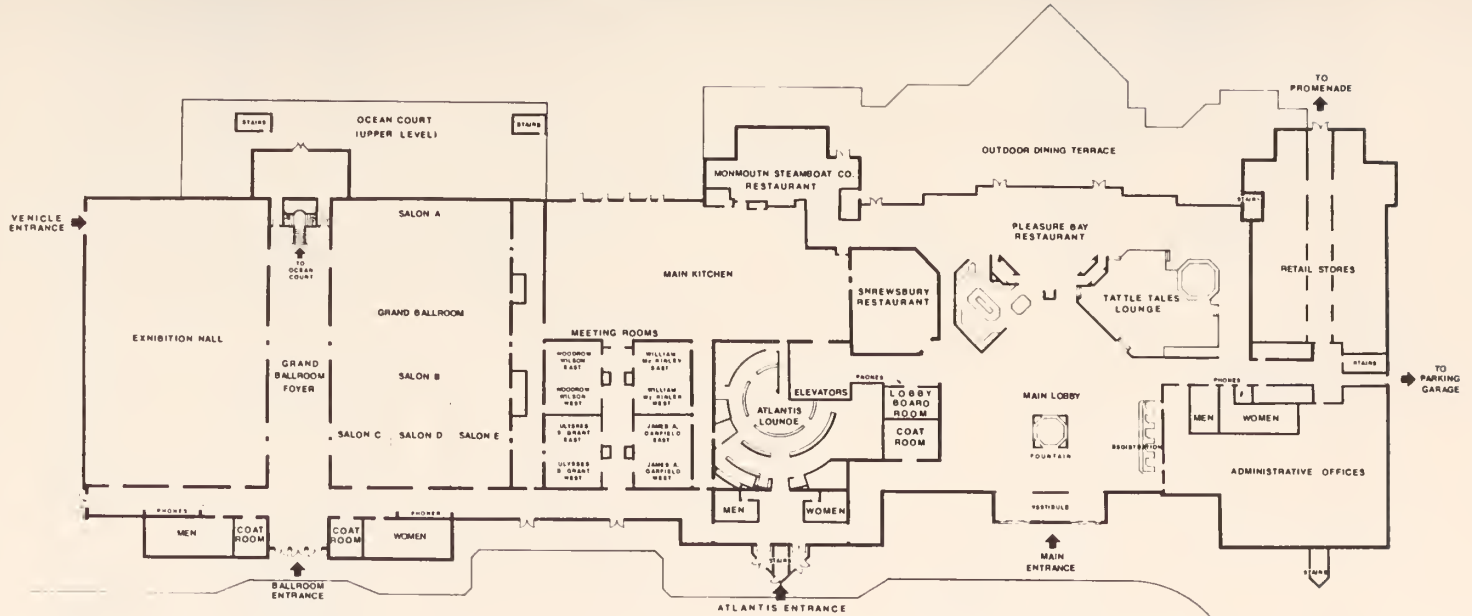

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"I know of a state that's a perfect playland, with white sandy beaches by the sea;
Where there are mountains, lakes and parks and folks with hospitality.
With historic towns where battles were fought and Presidents have made their home;
It's called New Jersey and I boast about it, wherever I may roam.
'Cause I'M FROM NEW JERSEY and I'm proud about it..."

Front cover: "Ferry Crossing, Ocean Grove." *Harper's Weekly*, 31 August 1878. Reproduced from *Pictorial Guide to Victorian New Jersey* by Robert B. Burnett (Newark: New Jersey Historical Society, 1986).